

# Inspection Review

How to respond to Postings  
Training Document

# Secure Systems Login

- Step 1: Login into HUD's secure systems.

WebThorty Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail Print Address Bar

Address: [https://www11.hud.gov/\\_AuthAgents/aGxhbm5hcDAxMDpsZGFwX2F1dGg=/ldap\\_auth?ReqURL=https://www11.hud.gov:443/HUD\\_Systems%3FWTPostBody%3d8Role=](https://www11.hud.gov/_AuthAgents/aGxhbm5hcDAxMDpsZGFwX2F1dGg=/ldap_auth?ReqURL=https://www11.hud.gov:443/HUD_Systems%3FWTPostBody%3d8Role=) Go Links

**User Login** mail | help | search | home

Secure Systems User Login - Webthorty

User ID

Password

Login Cancel

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out

Content updated February 11, 2005

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
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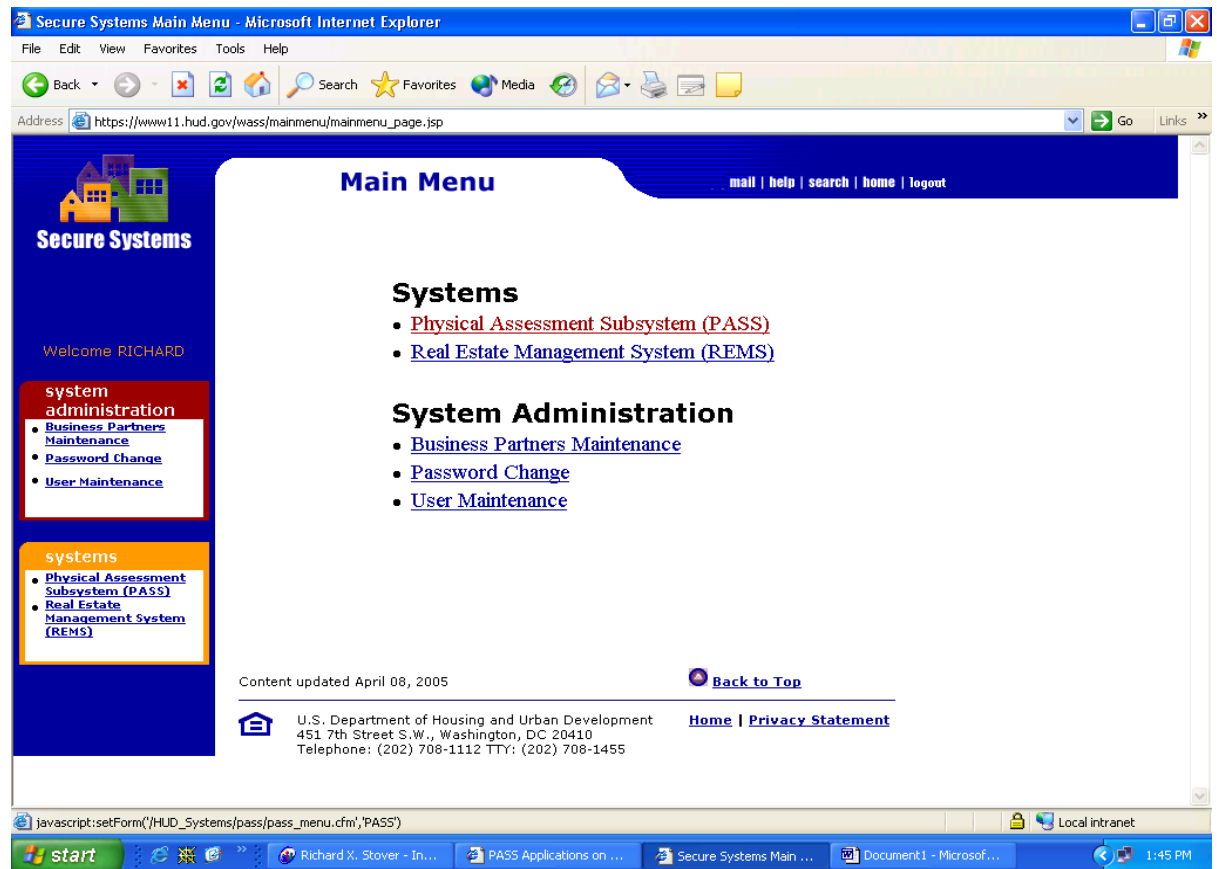
Done Local intranet

start Richard X. Stover - In... PASS Applications on ... WebThorty Login - Mi... Document1 - Microsof... 1:43 PM

- Step 2: Click continue.

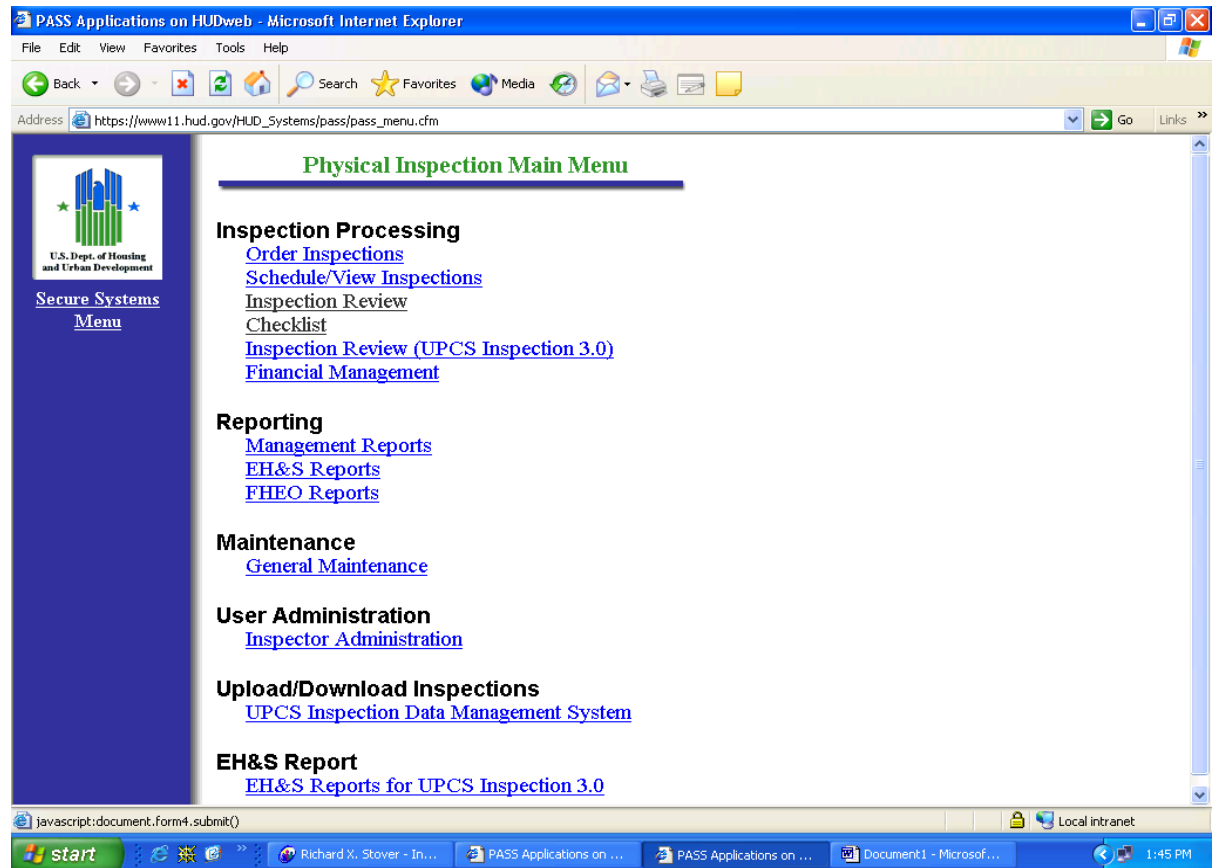


- Step 3: Click physical assessment subsystems (PASS).

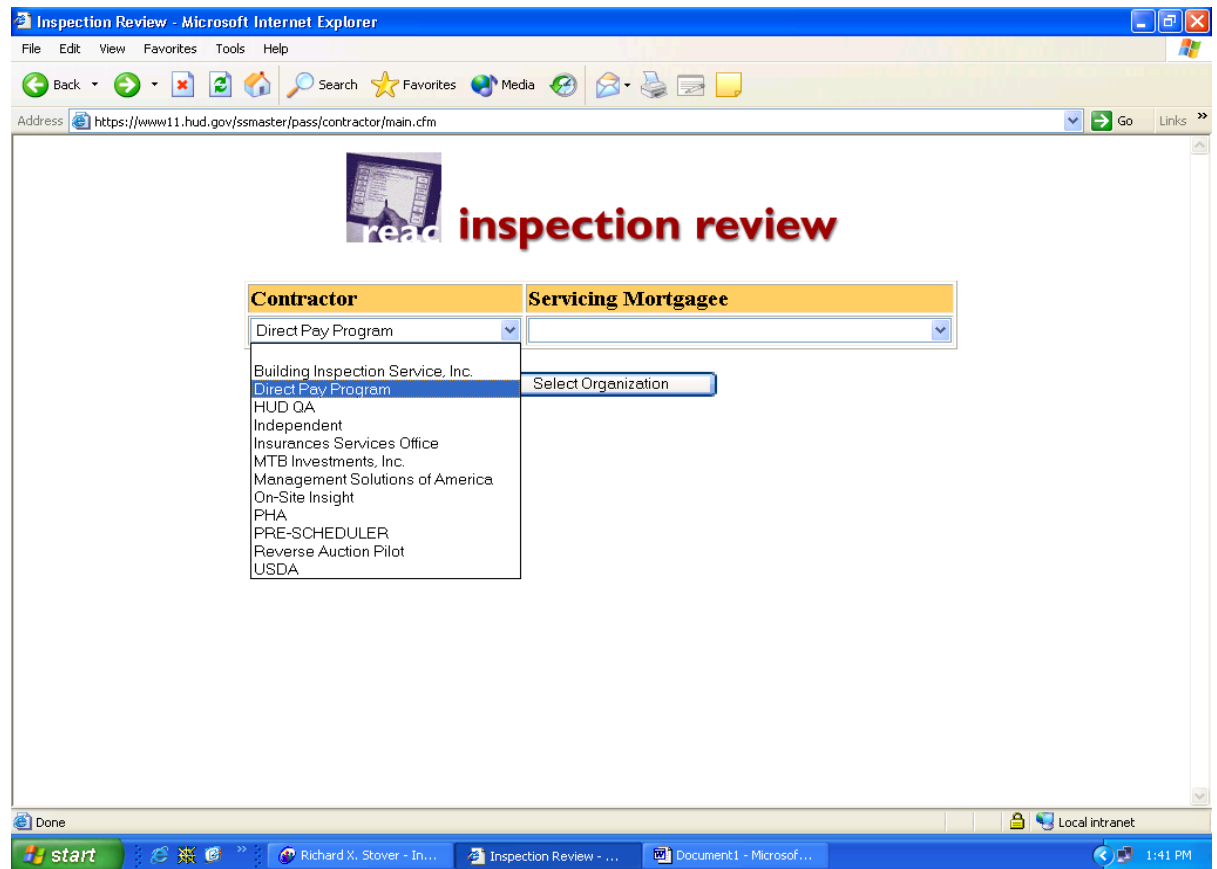


# Responding

- Step 4: Click on Inspection Review.



- Step 5: Using the drop down list highlight Direct Pay program and click Select Organization.



- Under the **Posted** Column you may see a number above 0 in the **To Date** row. Click on the blue number to see if one of your inspection needs responding to. Note if the inspection numbers do not belong to you do not go any further.

REAC Scheduling - Netscape

File Edit View Go Communicator Help

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Bookmarks Location: <https://www11.hud.gov:443/ssmaster/pass/contractor/selectorg.cfm>

What's Related

**read inspection review**



Created On Aug 16 2003 12:00PM for Organization "GMAC COMMERCIAL MORTGAGE CORP"



	Upload Problems	Successfully Uploaded	Accepted	Rejected	Posted	Responded	Expired
Last Night	0	0	2355	13	0	0	0
To Date	0	2371	245 *	3 *	1 *	2 *	0 *

Select Type:

☒ View Upload ☐ View Download ☐ View Summary

Inspector ID:  Status Date:

From: 08/09/2005  

To: 08/09/2005  

(mm/dd/yyyy)

Inspection No.:  Status: Successfully Uploaded

View Upload

Document: Done

Start 3 Internet Explorer New Memo - Lotu... REAC Scheduling... Untitled - Notepad Inspection Number... Guide to Using the... 8:25 AM

- Step 7: Click on the inspection number(s) that pertains to your awarded inspections.

Posted Inspection - Netscape

Inspector Review - Inspector Inbox

Sorted By: Inspection Number

Inspection Number	Inspector ID	Property Name	Expiration Date	Status	No of Corrections	No of Problems	Ready for HUD
<a href="#">182012</a>	M36874	PHOENIX PLACE APTS	08-04-2005	Posted	3	4	No

Inspections posted with a future start date do not appear in this inbox.  
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Start | REAC Checklist Syst... | Inspection Uploads - ... | Robert Albracht - Inb... | REAC Scheduling - N... | Posted Inspectio... | 7:14 AM



- Step 8: In the upper portion of this page there are tabs for each area pertaining to the inspection. Please provide all request information in all tabs.
1. For Property, Participant, and Building click in the required box and enter the appropriate response to the challenge. Also provide a comment in the contractor text box for the change.
  2. Press the radio button for “Required information has been supplied” after your entered response.

Inspection Review - Property - Netscape

Contractor Review - Property

Internal Report (Previous) Internal Report

Inbox Property Participant Building NA/Defects Sample Summary

Inspection Number: 182012 Property ID: 800012607  
Inspector ID: M06874

\* Indicates Required Data.

	Rems/BS Data	Uploaded Inspection:
*Property Name	PHOENIX PLACE	PHOENIX PLACE APTS
*Property Address Line 1	1401-8 PHOENIX ST	1401 PHOENIX ST
Property Address Line 2		
*City	GREENWOOD	GREENWOOD
*State	South Carolina	South Carolina
*Zip	29640-4114	29640 -
*Phone Number:		804-227-6061 Ext:

Comments:  
GTM/Engineer: PP change; add 1 com. bldg OK, but TAC# 199187 comments staff unit not included to generate sample size is wrong.

Contractor:

☐ Required information has been supplied.

Save Reset

Taskbar: Start | REAC Checklist... | Inspection Uplo... | Robert Albracht... | REAC Schedul... | Inspection R... | Document1 - M... | 7:14 AM

- Step 9:  
Press the  
Save radio  
button.

Inspection Review - Property - Netscape

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► Contractor Review - Property

[Internal Report \(Previous\)](#) [Internal Report](#)

[Inbox](#) [Property](#) [Participant](#) [Building](#) [NA/Defects](#) [Sample](#) [Summary](#)

Inspection Number: 182012 Property ID: 800019607  
Inspector ID: M36874

\* Indicates Required Data.

	Rems/IBS Data	Uploaded Inspection:
*Property Name	PHOENIX PLACE	PHOENIX PLACE APTS
*Property Address Line 1	1401-8 PHOENIX ST	1401 PHOENIX ST
Property Address Line 2		
*City	GREENWOOD	GREENWOOD
*State	South Carolina	South Carolina
*Zip	29646-4114	29646 -
*Phone Number:		864-227-6001 Ext:

**Comments:**

GTM/Engineer: PP change: add 1 com. bldg OK, but TAC# 198187 comments staff unit not included to generate sample size is wrong.

Contractor: TAC# 198187 allowed inspection upload by disabling unit count check; staff unit access unavailable to residents; discuss inspection with Sam Turfour @ 202-475-8804; Required information has been supplied.

Save Reset

Start Internet Expl... Robert Albracht... REAC Schedu... Inspection R... Document1 - Mi... ServiceCenter - ... 7:19 AM

- Step 10: To respond to questions concerning L3 recordings, Change or Delete recordings, or to Change the the N/A to NOD recording, select the NA/Defects Tab. Read the comment provided by the GTM/Engineer to determine what is needed. If a more precise location or comment is needed, provide that information in the Contractor box.  
(Continued on next page).

Contractor Review - NA/Defects - Microsoft Internet Explorer

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Contractor Review - NA/Defects

[Internal Report \(Previous\)](#) [Internal Report](#)

[Inbox](#) [Property](#) [Participant](#) [Building](#) **NA/Defects** [Sample](#) [Summary](#)

Inspection Number: 193443 Property ID: 800006457  
Inspector ID: M61985  
Property Name: WALDEN OAKS

Problems: 1-1 of 1

**Location** **Problem**

Location: Building 1 - BldgSys - Building System

**Fire Protection**

Missing/Damaged/Expired Extinguishers\*\* ☐ Delete ☐ L1 ☐ L2 ☒ L3

**Comments:**

**GTM/Engineer:** Comment is incomplete. Comment does not support Level 3, what percentage of buildings fire protection systems is missing or damaged?

**Contractor:**

start Richard X. Stover - In... Microsoft PowerPoint... REAC Scheduling - Mi... Contractor Review - ... 3:36 PM

- Using the definitions in the UPCS software to determine if the original recording is correct. If it is correct provide the appropriate comment.
  - To change the recording.
1. Press Radio Button for the corresponding change.

(Continued on next page).

Contractor Review - NA/Defects - Microsoft Internet Explorer

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Contractor Review - NA/Defects

Internal Report (Previous) Internal Report

Inbox Property Participant Building NA/Defects Sample Summary

Inspection Number: 193443 Property ID: 800006457  
 Inspector ID: M61985  
 Property Name: WALDEN OAKS

Problems: 1-1 of 1

Location	Problem
Location: Building 1 - BldgSys - Building System	<b>Fire Protection</b> Missing/Damaged/Expired Extinguishers** <input type="radio"/> Delete <input type="radio"/> L1 <input type="radio"/> L2 <input checked="" type="radio"/> L3 <b>Comments:</b> GTM/Engineer: Comment is incomplete. Comment does not support Level 3, what percentage of buildings fire protection systems is missing or damaged? Contractor: <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Reset"/>

start Richard X. Stover - In... Microsoft PowerPoint... REAC Scheduling - Mi... Contractor Review - ... 3:36 PM

2. L3 OD corrections require clicking the L3 hypertext for entering sub-window; Enter the text in both location & comment fields & click 'save' in sub-window to close.
3. Enter "Response corrected" in Contractor Text Box located in the contractor review page.
4. Press Radio Button to Save

The screenshot displays a web application interface. On the left, the 'Contractor Review' page is visible, showing a sidebar with 'Inbox' and 'Property' tabs. The 'Property' tab is active, displaying details for 'Inspection Number: 19344', 'Inspector ID: M5196', and 'Property Name: WALD'. Below this, the 'Location' section shows 'Location: Building 1 - Bldg' and 'Fire Protection: Missing/Damaged/Expired Extinguishers\*\*'. The 'Comments' section is also visible, with a text box for 'GTM/Engineer:' and a 'Contractor:' dropdown menu. At the bottom of the sidebar are 'Save' and 'Reset' buttons.

The main window, titled 'Item's Comments - Netscape', is open over the 'Contractor Review' page. It contains the following text:

If you wish to keep the original Location and Comments, just leave them blank.

**Location:** halls,208e  
**Comments:** hose cabinet bracket present, no hose present. Expired extinguisher.

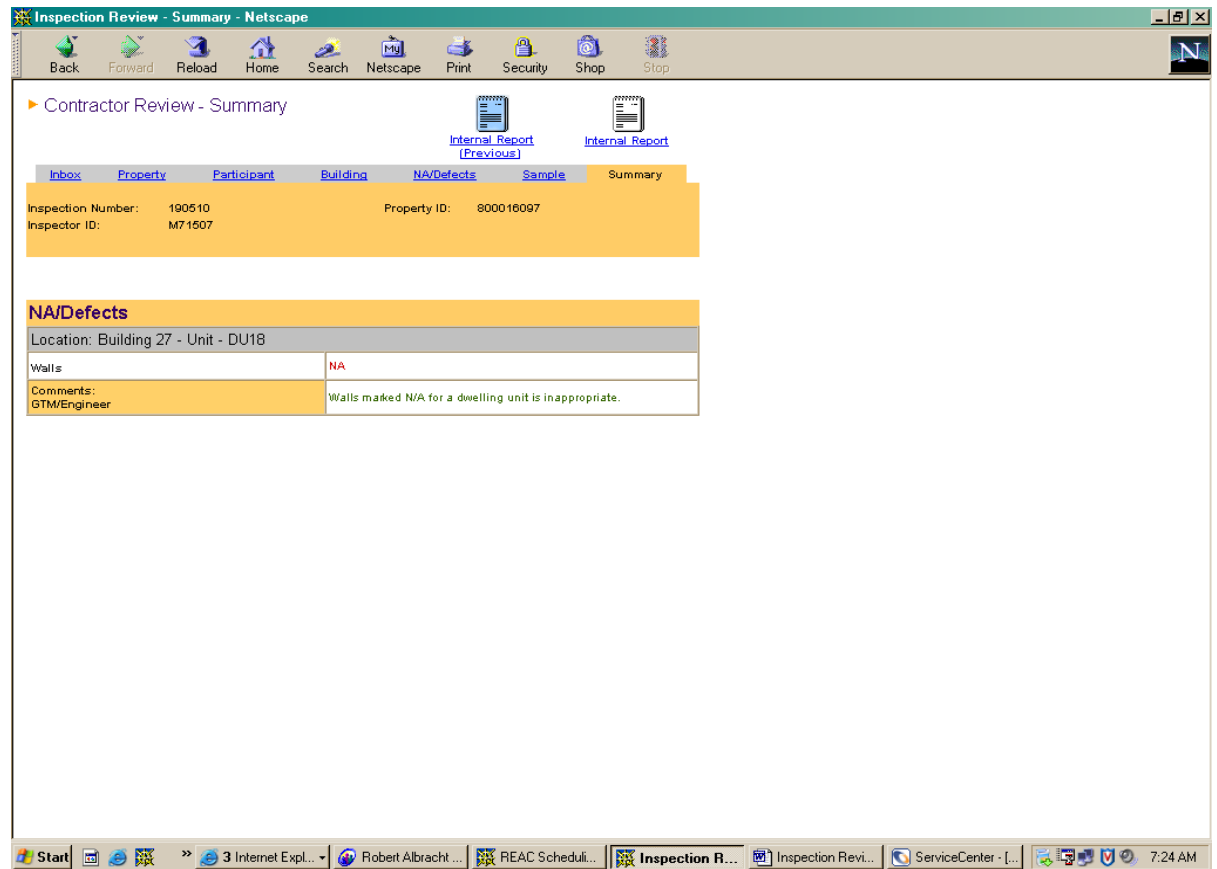
**New Location:** [Text Box]  
**New Comments:** [Text Box]

At the bottom of the sub-window are 'Save' and 'Cancel' buttons.

The taskbar at the bottom of the screen shows the Start button, several open applications (Internet Explorer, Robert Albracht, Microsoft Excel, Microsoft PowerPoint, 1st response with...), and the Netscape browser window. The system clock indicates 7:43 AM.

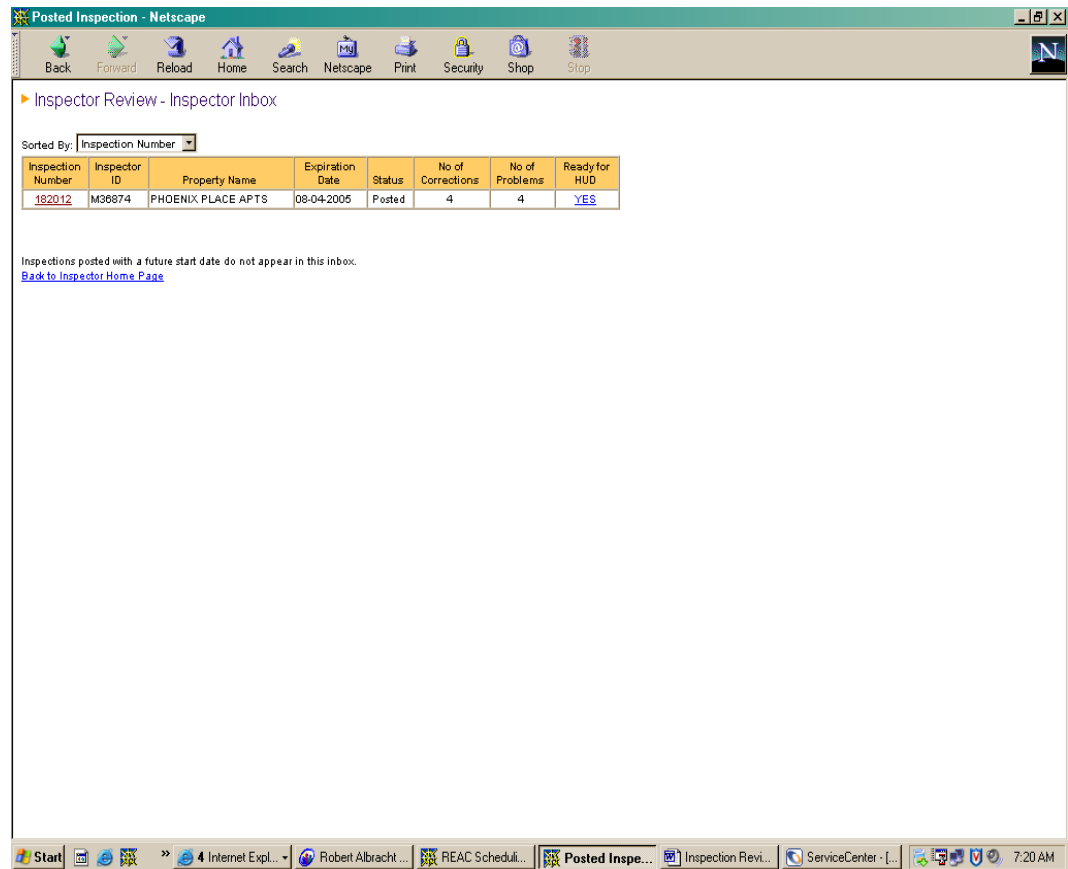
# Reviewing Corrections

- Review your correction(s) in the Summary Tab



# Sending

- After all information is provided go back to the In Box tab. If NO is displayed in the **Ready for HUD** column further clarification is needed in one or more of the tabs. The **Ready for HUD** column will show YES if complete. By clicking on the YES it will send the information back to HUD.



Posted Inspection - Netscape

Inspector Review - Inspector Inbox

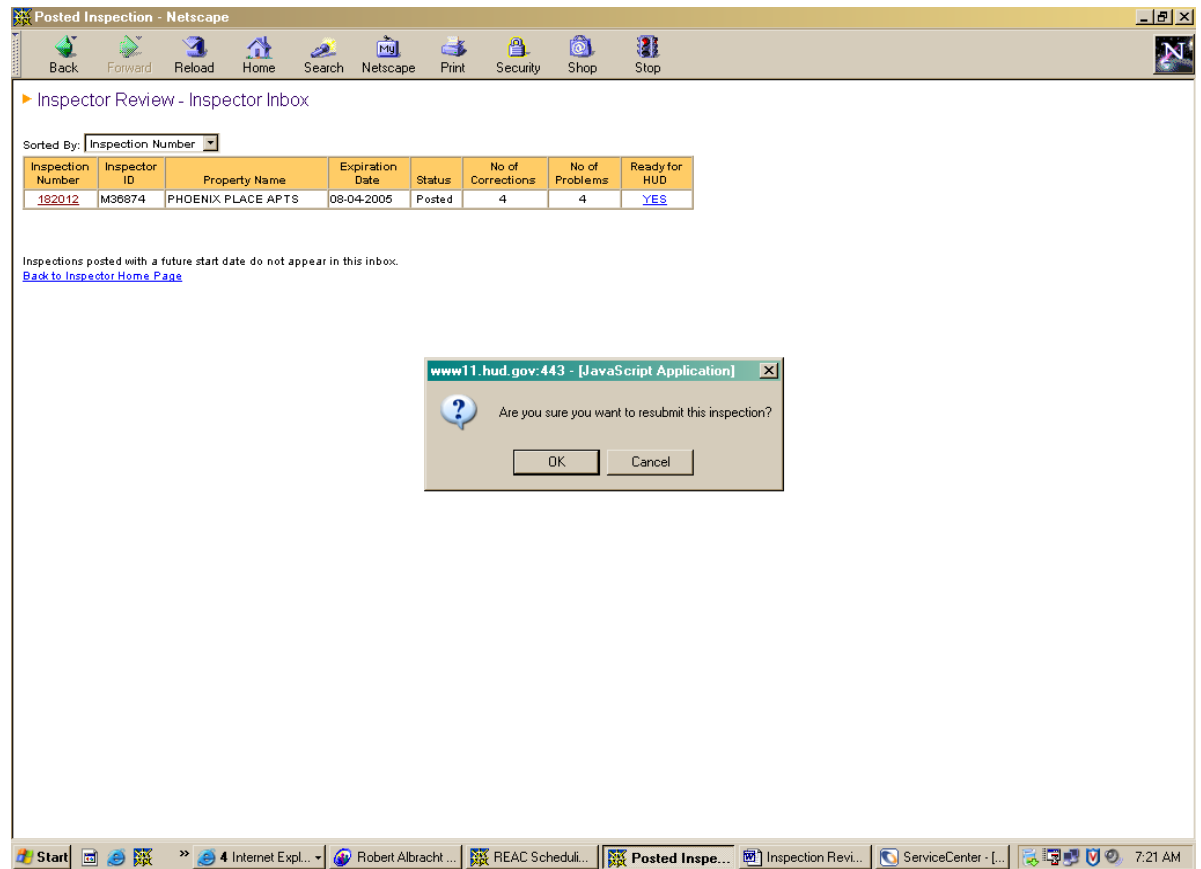
Sorted By: Inspection Number

Inspection Number	Inspector ID	Property Name	Expiration Date	Status	No of Corrections	No of Problems	Ready for HUD
<a href="#">192012</a>	M36874	PHOENIX PLACE APTS	08-04-2005	Posted	4	4	<a href="#">YES</a>

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- A text box will ask if you are sure you want to submit this information. Select yes.





# Verify Received

- If the responded information was received by the REAC the status of the last column will change to **Sent**. Close out of Secure Systems.

Posted Inspection - Netscape

Inspector Review - Inspector Inbox

Sorted By: Inspection Number

Inspection Number	Inspector ID	Property Name	Expiration Date	Status	No of Corrections	No of Problems	Ready for HUD
182012	M36874	PHOENIX PLACE APTS	08-04-2005	Responded	4	4	Sent

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7:21 AM